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Ontario Dental Nurses & Assistants Association



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DEADLINE DATE FOR THE NEXT ISSUE (APRIL-JUNE) — MARCH 2, 1981
(Submitted to the Editor BEFORE THE ABOVE DATE)

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THE OPINIONS EXPRESSED IN THE ARTICLES ARE THOSE OF THE AUTHOR AND DO NOT NECESSARILY REPRESENT THE VIEWS OF THE ONTARIO DENTAL NURSES AND ASSISTANTS ASSOCIATION OR THE EDITOR.

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Ontario Dental Nurses & Assistants Association



EDITORIAL

Welcome to the Golden Anniversary year, which has been designated as a membership year in which the common goal of each affiliate association will be to enlarge their membership. Each year the provincial membership grows, but, we hope to make the 50th Anniversary year a record year.

For all the members who are non-participating members, it is time to join in with the operation of your local Association's business. The committee members who plan all the social and educational events such as, Convention and Winter Clinic Day, do their best to create an event for your benefit and enjoyment, but, even they get discouraged when there is a lack of attendance. This publication itself is dreadfully lacking in participation by its members. Decide today to do your best to participate and be an active member.

Three items of interest to be found in this issue are: First, the results of the membership survey which was published in July-September issue 1980. Secondly, there are two pamphlets to be found in this issue which will be of interest to each one of you personally. I certainly hope that you will spend a few moments to browse through these pamphlets that your Employment Guidelines Committee have made available to you. Finally, for an introduction to your current Board representatives and Accreditation representatives, please turn to page 12. Many of the faces will be new to you, so photographs are published in order for you to become familiar with the people who represent your Affiliate Associations at the semi-annual Board Meetings.

Congratulations to our Lucky Draw winner Anna Gaio, of Downsview, Ontario. Anna, who is a member of the Toronto Affiliate Association, is now the proud owner of a Phillips 12 cup Automatic Drip Coffee Maker, thanks to the generosity of Max Hanna, who founded our Lucky Draw and provides all the prizes. Mr. Hanna is a Denture Therapist who operates three office locations: One at 1301½ Dundas St. E., London, Ontario; one at the Medical and Dental Building, 536 Simcoe Street, Watford, Ontario; and the third office at 144 Pitt Street West, Windsor, Ontario. Please refer to the item on page 9 for further information regarding Mr. Hanna.

As I stated in my opening remarks, it is our Golden Year, and to celebrate the 50th Anniversary of the O.D.N. & A.A., there is to be a special publication of the Journal, which we refer to as our "Golden Issue". There is an item on page 4, which is a preview of some of the memories of years gone by. All of the efforts, of persons connected with seeking out the old material of years ago, are much appreciated, as it has taken the contributions of many to make the Golden Issue possible. Pat Miller has been in control of compiling the material submitted and will still be accepting material until March 1, 1981. I would like to take this opportunity to thank Pat for all her cooperation and assistance in the production of our special issue. The Golden Issue will be the pre-convention issue of the Journal and I hope that you are planning to fill out the registration form that will be available to you in that issue and attend the Convention of this our "Golden Year".

Make yourself feel great and celebrate!!! 

HEATHER A. NIKOLAEW
Editor

"GOLDEN ISSUE" APRIL-JUNE ISSUE, 1981

Deadline Date for material — **March 2, 1981**

MAIL MATERIAL TO:

Mrs. Heather A. Nikolaew
EDITOR O.D.N. & A.A. JOURNAL
113 Cathcart Street
LONDON, Ontario N6C 3M2

PHONE: (519) 679-8208 (Res.)

Please!! All articles must be printed and legible. Double spacing allows room for editing and corrections. Attach a note of explanation to your submission so there is no mistaking what you would prefer to be done with your article.



PRESIDENT'S MESSAGE

First let me wish each of you the best in 1981. The year ahead will hold many challenges for the O.D.N. & A.A. and its affiliates.

The first of those challenges will be your local affiliate elections. Too often in the past there has been a reluctance by members to step forward and offer their names as candidates. Too often in the past the burden has fallen on the same shoulders, resulting in the job being done by the too few, and the complaining done by too many. Every organization, no matter how well run needs new blood. Please consider seeking office on your local executive.

Another challenge facing us this year is the O.D.N. & A.A. convention which will be held in Toronto from May 24th to 27th. This is the 50th Annual O.D.N. & A.A. Convention. To mark this historic occasion a great deal of planning and work is now under way. However, to make the whole thing have meaning and serve the purpose it should serve, we need you. Plan to attend.

As you know, when I took office I announced my intention to find an insurance plan which would benefit us all. After discussions with numerous insurance companies we found one with the best rates and the fullest coverage. The Canadian Dental Service Plan Incorporated, the same one our employers use, will service our members and meet your insurance requirements.

Another challenge facing you and the O.D.N. & A.A. is the Employment Guidelines. In our summer issue we presented a questionnaire to you. Unfortunately due to a response of only 9%, we are re-running the questionnaire in this issue. I am confident we will have YOUR co-operation this time. You will find some of the results of the questionnaire on this page. Hopefully with a better response from this publication we will be able to publish more accurate results in a future issue. You must get your responses in the mail today.

Meanwhile, the Employment Guidelines Committee has not been marking time. Included in this issue is some information designed to help you when negotiating a new job or renegotiating your present job. Two pamphlets from the Ministry of Labour, have been enclosed to further assist you. Looking forward to your response to the questionnaire and seeing you at the May Convention. I remain.



Sincerely,
BRENDA J. MOFFAT, C.D.A.

RESULTS OF O.D.N. & A.A. MEMBERSHIP SURVEY JULY 1980

AVERAGE OVERALL SALARY	Hourly Wage
Bay of Quinte	\$5.08
Brant	4.00
Halton Peel	6.46
Hamilton.....	6.08
Kawartha District	6.24
Kingston	5.24
London.....	5.66
Niagara.....	4.79
Ottawa	6.41
Sarnia.....	5.40
Simcoe.....	5.55
Sudbury.....	6.33
Thunder Bay.....	5.83
Toronto.....	6.37
Waterloo-Wellington	5.73
Windsor.....	4.83
Overall Average	\$5.62

BENEFITS RECEIVED

Uniforms.....	26%
Convention Fee.....	35%
O.D.N. & A.A. Membership Fee	10%
O.H.I.P.....	9%
Continuing Education Courses	24%
Disability Insurance	6%
Dental Care	73%
Workmen's Compensation.....	15%
Sick Pay.....	57%

In honour of the Ontario Dental Nurses and Assistants Association's 50th Anniversary, the items below are some memories of years gone by which have been published for your interest and enjoyment.

Remember when?



MISS KAY NEWLEY

The first time Britain sent a representative to O.D.N. & A.A. convention.

CONVENTION 1943 WELCOME TO CANADA

Kay Newley, Head Councillor of the London and South Eastern Branch of the British Dental Nurses and Assistants' Association of Great Britain, is coming to Canada for a short visit, and will be the guest of honour at the Convention of the members of the Ontario Dental Nurses and Assistants' Association.

Miss Newley is head nurse in the Bond Street Surgery of Mr. A. E. Moss, Mr. L. Halford Roberts, and Mr. Donald L. Twigg, Dental Surgeons, London, England.

This will be Kay's first visit abroad, and a warm welcome from all who meet her is assured.

At her own request, arrangements are being completed for a visit to the Faculty of Dentistry, which will be achieved through the courtesy of Doctor R. L. Twible. Dental Offices, Dental Depots, and Dental Laboratories are also on her requested list of sight-seeing, as is Niagara Falls — a week-end trip to the Falls has been planned, which will afford an opportunity, when passing through Welland, to fulfil an invitation to visit the Editor of the O.D.A. Journal, Dr. Lee Honey.

The Dental Nurses and Assistants' Society of Great Britain was founded in 1940. Miss Newley being one of the original committee, mutual interest in dentistry will be the keynote of her visit with us.

Forty-five years ago in 1935 . . .

There were seven "Chapters" of the O.D.N. & A.A.:

Toronto had 44 members

Kingston had 13 members

Hamilton had 8 members

Ottawa had 13 members

Windsor had 11 members

London had 16 members

Thunder Bay had 14 members

The total membership for the whole province in 1935 was 119 members.

Forty-two years ago in 1939 . . .

At Convention in 1939, Dr. Martha Law, in presenting the prize for the best Clinic, made the following comments: "I wish to express the pleasure I have in being with you today and hope the day will not come when I am omitted from your lists. As to the Clinics you have put on this year, you seem to have stolen the show from the rest of us. I noticed that in the room where the Clinics were held, the crowd always seemed to be at your end." At this Convention, there were 17 Clinics presented by the Assistants and 41 entries in the Poster Contest.

Thirty-six years ago in 1945 . . .

Convention time was the first time the O.D.N. & A.A. had a President's jewel. A diamond had been placed on the president's pin, by Marion Edwards, founder and first president of our provincial association. Doris Gregory was the first president to wear this "jewel".

Thirty-five years ago in 1946 . . .

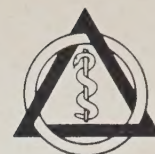
"Crystal Convention"

Each Spring a young lady's fancy turns to new clothes, but for each Dental Nurses and Assistants' Spring means another Dental convention. As usual, Convention will have outstanding speakers and lecturers, but this year we will have an all-Canadian programme.

The 'highlight of the highlights' will be the Crystal Banquet in the Crystal Ballroom on Tuesday May 27, 1946 at 6:30 p.m. Good food, good music, good entertainment, all in honour of our fifteenth anniversary. This year you can wear that favourite long dress. Your worries will be forgotten in the clear atmosphere. So the banquet is a "must not a miss" on your list.

Thirty-two years ago in 1949 . . .

On Labor Day, 1949, the President and other members of the O.D.N. & A.A. executive were privileged to attend the Women's Day Luncheon at the Canadian National Exhibition. Many women's organizations were represented at this affair, and each group was allotted a few minutes to present a resume of their activities, aims and purposes. Marion Edwards, attending as representative of the Canadian Dental Nurses and Assistants Association, also spoke on behalf of the Ontario Dental Nurses and Assistants Association.



Canadian Dental Service Plans Inc.

CANADIAN DENTISTS' INSURANCE PROGRAM

Purpose of the Program

The Canadian Dentists' Insurance Program has been developed within the profession to meet the needs of its members.

Dentists and auxiliaries have specific insurance needs not shared with other professions or the public. By pooling the buying power of the entire profession, it has been possible to develop insurance plans which more adequately meet these unique needs and obtain the most favourable rates possible.

An employee of an eligible dentist working at least 20 hours per week on a regular basis, or a full time employee of a dental association is eligible to participate in the "Insurance Program".

The following insurance benefits are available:

- Basic Life Insurance
- Accidental Death and Dismemberment Insurance
- Long Term Disability Insurance
- Office Contents Insurance
- General Liability Insurance
- Malpractice Insurance

Each of the above will be explained in detail in future issues of your Journal.

LONG TERM DISABILITY INSURANCE

What happens to your income if an illness or injury prevents you from working? No doubt there would be NO income under the circumstances noted. Long Term Disability Insurance replaces lost income in event of total disability.

The Canadian Dentists' Insurance Program makes it possible for you to protect your income. You may select the amount of benefit you wish to receive, in units of \$100 monthly, from a minimum of \$500 to a maximum of \$3,500. The benefit is tax free if you pay the premium in full.

The program also provides for partial disability benefits. This feature is very important because it provides a reduced benefit if you return to work part-time or embark on a new career after suffering a period of total disability.

Should you be so unfortunate as to become totally disabled, make sure your income is not cut off as well. Investigate the Canadian Dentists' Insurance Program today.

If you need information or application form, call C.D.S.P.I. Central Information Centre (416) 961-7117. Collect calls accepted.

CYRIL J. GALLANT
Director of Plans, C.D.S.P.I.

Remember When? . . . cont'd.

Twenty years ago in 1961 . . .

Association fees were:

Active members	\$6.00
Independent	\$4.00
Canadian membership	\$1.00

Fifteen years ago in 1965 . . .

WINTER CLINIC DAY

As in previous years our November meeting is our Winter Clinic. This year for the first time it will be one FULL DAY programme. Miss Mary Scarratt chaired the first full one day programme for the Toronto Affiliate Association.

FEES:

Members — \$.50

Non-members — \$1.00

ROOF GARDEN — ROYAL YORK HOTEL

Ten years ago in 1970

The first past president's pin was presented to Margaret Deichert by Mr. J. A. McTavish, the generous donor. Margaret served as president of the O.D.N. & A.A. in 1969-70 and 1970-71.

Twenty-five years ago in 1956 . . .

Being the Silver Anniversary of the O.D.N. & A.A. it was decided to present "25 year" pins, at the Convention, to the Dental Assistants who had been members for 25 years.



Ontario Dental Nurses and Assistants Association

50th ANNUAL CONVENTION

**Holiday Inn (City Hall)
Toronto, Ontario**

MAY 24-27, 1981

Chairman: Christine Dow, C.D.A.

See the next issue of your Journal for the program and registration form.

Ontario Dental Nurses and Assistants Association

Accreditation Division



Certification Applicants

Once again we would like to remind you THAT CANDIDATES ELIGIBLE FOR CERTIFICATION PRIOR TO JUNE 1, 1979 MUST APPLY FOR CERTIFICATION BEFORE JUNE 1, 1981 without further examination. This regulation applies to graduates of the Dental Assistant Programs at Ontario Colleges of Applied Arts and Technology and Ontario Secondary Schools as well as the successful candidates of the Challenge Examination.

IF YOU GRADUATED AFTER JUNE 1, 1979 from a Dental Assistant Program at an Ontario College of Applied Arts and Technology or an Ontario Secondary School, you must apply for Certification within two years of becoming eligible.

If you have questions regarding this please contact our Executive Director, Mrs. Ann Phippen at 406 — 345 Dixon Road, Weston, Ont. M9R 1S6 or telephone Monday - Friday from 9 a.m. - 4 p.m. — 416-245-6129.

Winter Clinic Student Day

The O.D.N. & A.A. Accreditation Division sponsored the Second Annual Winter Clinic Student Day on November 26, 1980. Approximately 250 students attended and participated by presenting table clinics which certainly added to the success of the day. Our special thanks to Mr. Ernie Benton, Secretary/Manager and Mr. Art Zwingenberger, President of the Dental Industry Association of Canada for opening the exhibits for the students to view. Their hospitality and co-operation were very much appreciated. We look forward to this continued support and encouragement.

Ontario Certification Examination

The first Ontario Certification Examination was held on January 24, 1981 with the Test Centers being in Toronto and Ottawa. Due to Journal deadline dates this message is being written before the examination was completed. There are 130 applicants for this examination and we wish them all much success.

Future dates for another examination will be discussed at our Board of Governors meeting in February. As soon as we have compiled information on the results of this examination it will be published along with the date of the next examination.

My sincere thanks to the Ontario Certification Examination Ad Hoc Committee for their time, effort and support in preparing this examination. A special thank you to Dr. Joe Stasko of Windsor who chaired the Committee and Ann Phippen, our Executive Director, and her staff for their many hours spent on the administration for this examination.

50th Anniversary

This is a very exciting year for the Ontario Dental Nurses and Assistants Association and the Accreditation Division. Many changes have taken place in these 50 years. The Association has grown not only in Membership but also in the education of the Dental Assistant. Formal education of the Dental Assistant was introduced as recent as 1960 with the pilot project of a Dental Assistant Evening Course Program which led to Certification. Education has continued to improve over the years. At this point in time we have eleven Community Colleges and three Secondary Schools in Ontario which offer the Dental Assistant Program that leads to Certification. The Ontario Certification Examination is now available for Dental Assistants who have taken a formal training program from another jurisdiction.

With this continued growth in the Association and the education of the Dental Assistant improving, the Dental Health Team will become stronger.



MARGARET L. DEICHERT, C.D.A.
Chairman,
Accreditation Division.

The Dental Auxiliary Dilemma

Fortunately, the scene is changing in *most* provinces.



Randy Lang, D.D.S., D. Ortho.

Dr. Lang is orthodontic consultant to the editorial board of Oral Health. In addition to maintaining his private practice in Mississauga, he is a member of the orthodontic teaching staff of the University of Toronto Faculty of Dentistry, a past president of the Ontario Society of Orthodontists, and a consultant to the Registration and Licensure Committee of the Royal College of Dental Surgeons.

The status of dental auxiliaries in Canada appears to be progressing rapidly in all but a few provinces.

From time to time it is interesting to look around and see what is happening in the auxiliary scene across Canada and south of the border in the United States.

A study of numerous reports on auxiliaries, along with the Dental Licensing Acts of the 10 provinces and 50 states, provides some interesting observations and comparisons.

- The Ministry of National Health and Welfare's Ad Hoc Committee on Dental Auxiliaries Report of 1970 recommended that "the permissible duties of the dental hygienist should be expanded to meet the needs of the Canadian population. In addition, duties of the chairside assistant should encompass many of the present routine technical tasks of the dental hygienist."

It is further concluded that "Whereas the services of dental auxiliaries are essential to the efficient delivery of dental health care, and

Whereas the licensed dentist must assume the ultimate responsibility for the welfare of his patient and competent performance of all dental services rendered at his direction, regardless of the personnel involved in the delivery of these services,

Therefore be it resolved that it is the prerogative of the *dentist*, subject to his licensing authority, to delegate to formally trained auxiliaries over whom he exerts effective supervision and control such duties as do not require the professional knowledge and skill of the dentist."

- In the fifth annual report of the Faculty of Dentistry of the University of Western Ontario to the Royal College of Dental Surgeons of Ontario (R.C.D.S.), Dean Wesley Dunn presented his Faculty's "Statement on the Utilization and Training of Dental Auxiliaries."

Some of the conclusions of the report are as follows:

"The function of assigning duties to an auxiliary, supervising the work of an auxiliary, and assuming legal responsibility for the quality of the services rendered by the auxiliary, is but one of the many responsibilities inherent in dental practice."

"The Faculty of Dentistry of The University of Western Ontario believes that the dentist, in assuming responsibility for the standards and quality of care received by his patients, possesses the right, within the regulatory jurisdiction of the licensing authority by which he is licensed, to delegate to persons over whom he exerts effective supervision and control, such duties as do not require for their performance the professional knowledge and skill of the dentist."

It also "believes that as a fundamental requirement for the statute and regulations under which dentistry is practised, the principle of the ultimate responsibility of the dentist be clearly and unequivocally enunciated and that a serial listing of services which might legally be performed by auxiliary personnel be deleted."

- There is no specific listing of permitted duties for dental hygienists in 20 states or in Alberta, New Brunswick and Nova Scotia.

- There is no specific listing of permitted duties for registered nurses in Canada or the United States.

- Twenty-five states and three provinces list duties which may *not* be delegated to auxiliaries, i.e. diagnosis, cutting of hard or soft tissue and their prescribing of drugs.

- Dental hygienists, with additional training, can now do Expanded Duties, (restorative and orthodontic) in most provinces.

- Dental hygienists in B.C., after taking a 2½-day course, can administer local anesthetics.

- Dental hygienists can remove sutures in 43 states; polish amalgam restorations in 42 states; place temporary restorations in 33 states; place and remove matrix bands in 33 states; do subgingival curettage in 32 states; apply cavity liners and bases in 22 states; administer local anesthetics in 10 states; and administer nitrous oxide in 9 states.

- In Ontario, over two years ago the R.C.D.S. requested that the Provincial Government allow dental hygienists to do subgingival curettage, suture removal and some orthodontic duties. Unfortunately approval has still not been given and hygienists are still waiting.

• The American Dental Association Council on Education lists three levels of "required supervision" of auxiliaries, depending on the complexity of the duty being performed:

1. *Direct supervision* by the licensed dentist, who is present in the room.
2. *Indirect supervision* by the licensed dentist, who is present somewhere in the office or treatment facility.
3. *General supervision* by the licensed dentist, who has responsibility for the function performed by the auxiliary, but he need not necessarily be present in the office at the time.

• Most states and the Province of B.C. permit hygienists to do many procedures under "general supervision."

• In Ontario, the Discipline Committee of the R.C.D.S. has just found a dental hygienist guilty of "improper and dishonorable conduct" because she performed a dental duty without the supervision of the dentist.

Her offence was that she handed a patient a new *preformed* headgear in exchange for the patient's broken one. No treatment was done in the mouth; in fact, the patient never sat in the dental chair and the headgear was never taken out of the bag. The dentist, who didn't even know the patient had dropped by the office, was also charged with "professional misconduct."

• Certified dental assistants are permitted to place rubber dams in 43 states and all provinces but Newfoundland and Ontario.

• Certified dental assistants are permitted to apply topical fluorides in 32 states and all provinces but Newfoundland and Ontario.

• Certified dental assistants are permitted to take impressions in 34 states and all provinces but New Brunswick, Newfoundland and Ontario.

• Certified dental assistants are permitted to polish teeth with a rubber cup in 24 states and all provinces but Nova Scotia, New Brunswick, Newfoundland and Ontario.

• Certified dental assistants can take an Orthodontic Module in Manitoba, B.C. and Saskatchewan; apply cavity bases and liners and polish restorations in P.E.I.; remove sutures and place and remove matrix bands in B.C.; place and seal in root canal dressings in Nova Scotia; and take a Restorative Module in Saskatchewan which permits the placement and finishing of amalgams and composites.

• Certified dental assistants in Ontario are allowed to pass instruments, clean the cuspidor and answer the telephone. If she should place her finger in the patient's mouth to do anything, both she and the dentist who employs her are liable for prosecution.

• Certified dental assistants in Ontario can give tooth brushing instruction as long as her fingers do not cross the patient's lips. She may not place the toothbrush in the patient's mouth, only hand the brush to the patient.

• In Ontario, a registered nurse employed by an oral surgeon may remove sutures anywhere on the body except inside the patient's mouth. Her fingers are not

allowed in the mouth — not even to remove a cotton ball. She may also give injections to any part of the body — except inside the mouth.

• In Ontario, and in most provinces and states, a physician can train anyone, including his cleaning lady, to give allergy injections, remove sutures and perform hundreds of other clinical duties. She must work under his supervision and the doctor assumes responsibility for her treatment.

• In a front page story in October 1974, the *Toronto Globe and Mail* reported that the West, Central and East Toronto Dental Societies and the Halton-Peel Dental Society, representing about one third on Ontario's dentists, passed a motion asking the Ontario Dental Association to "intervene with the R.C.D.S. (the licensing body) on behalf of the Dentist of Ontario to cease and desist in the suspension of the license to practise dentistry on all pending and future litigation against dentists who are now utilizing dental auxiliaries to perform reversible intra-oral procedures while under the direct supervision of the dentist."

• This year the Renfrew County Dental Society (Ottawa and district) sent the following motion to the Board of Governors of the Ontario Dental Association:

"We, the Ontario Dental Association, insist the R.C.D.S., in order to help keep dental costs to the public as low as possible and to serve greater numbers of patient clients, immediately enter into serious negotiations with the O.D.A. to speedily effect a broadening of the scope of auxiliary duties; thus to allow assistants properly trained and under the direct supervision and responsibility of their dentist to perform all reversible intra-oral duties as prescribed by their employer dentist."

Now that we have examined the wide range of duties permitted for auxiliaries in various states and provinces, we should ask ourselves, "Just what would be the *ideal* legislation that would benefit the public, the dental auxiliaries and the dental profession?" Should it be as progressive as the C.D.A.'s 1970 Resolution on Auxiliaries, or should it be as restrictive as the licensing acts in Ontario and Newfoundland?

After studying many Dental Acts and communicating with a number of provincial and state licensing bodies, I believe some concrete conclusions can be easily reached.

1. Permitted auxiliary duties should definitely *not* be listed in provincial Dental Acts. Dentistry, dental techniques and modes of delivery are changing very rapidly. A list of permitted duties carved in stone in a Dental Act can quickly become obsolete. Unfortunately, Dental Acts are very hard to change, as Ontario dentists and auxiliaries are now finding.

2. Instead of listing permitted duties, duties that are *not* permitted should be listed. This is being done successfully in almost half of the United States. A list of duties *not* permitted would include:

- Diagnosis and treatment planning
- Cutting of hard or soft tissue
- Prescribing or administering drugs

3. Dental auxiliaries who wish to continue their education should have easy access to continuing education "modules" in such areas as restorative,

orthodontics, endodontics, prosthodontics, etc. This concept of vertical and lateral career development for dental auxiliaries was discussed and developed in detail at the C.D.A.'s Conference on Dental Auxiliaries in Banff in 1974.

4. Dentists should be permitted to delegate minor intra-oral duties to certified dental assistants. This is currently permitted in 43 states and most provinces.

5. Dental auxiliary diplomas as well as certificates for continuing education modules should be portable between provinces, as is the dental N.D.E.B. certificate.

A co-ordination of provincial legislation on auxiliary duties and a national accreditation of all training programs would finally achieve a Canada-wide mobility of trained auxiliaries. 

Send your comments to:

ORAL HEALTH
c/o Southan Publication Ltd.,
1450 Don Mills Rd.,
Don Mills, Ontario,
M3B 2X7

WINNER OF THE MAX HANNA LUCKY DRAW

for the OCTOBER-DECEMBER 1980 Issue

Anna Gaio, who is a member of the Toronto Affiliate Association, has won a Phillips 12 cup Automatic Drip Coffee Maker. A wonderful gift for anyone to receive.

Anna, who resides in Downsview, Ontario, works at the University of Toronto, Faculty of Dentistry, Paedo Clinic.

The Lucky Draw gifts are donated by Mr. Max Hanna, D.T., who has office locations at:

Max Hanna Denture Therapist Clinics
1301½ Dundas Street
LONDON, Ontario

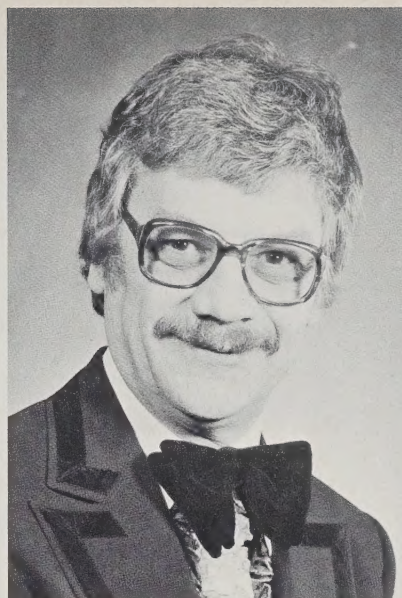
536 Simcoe Street
WATFORD, Ontario

144 Pitt Street West
WINDSOR, Ontario

Many thanks to Max Hanna for being a kind contributor to our Association and for making the "Lucky Draw" possible.

Congratulations to our lucky winners!

THE EDITOR



MAX HANNA

Max Hanna started in the field of dentistry in 1942, when he worked with Joe Needham in Sarnia, Ontario. In 1953, Mr. Hanna received his Registered Dental Technician (R.D.T.) papers and at that time he started his own dental laboratory in London. Mr. Hanna worked with Dr. J.A. Kennedy, a prosthodontist, for the next 13 years. In 1975, Max Hanna received his Denture Therapist (D.T.) papers, at which time he started his denture therapist practice, associating himself with Dr. D.M. Perenack and Dr. B. Hough. In 1979, when Mr. Hanna left the practice of Dr. Perenack, he rented office space at 1301½ Dundas St., where he is presently located. Mr. Hanna became associated with Dr. M. Bodnar in Watford, Ontario, in 1976 and since that time the practice has been bought out by Dr. W. H. McKay.

Max Hanna is a Past Master Masonic Lodge of Corinthian #330, in London, Ontario. Max has always been very devoted to the dental profession. In the past, he has made his contributions by supporting the London Dental Nurses and Assistants Association dances and Christmas parties. As a strong supporter of the London Dental Society, he provided gifts for the golf tournaments and social functions; and, presently his generous prize contributions to our Journal. We are always grateful for his contributions and his thoughtfulness.

Max has always been one to work *with* the profession. His desire is to support the dental profession in any way possible. Some of his views are that, the patient should be referred to the professional person most capable to best service the patient. He himself is there for the benefit and care of the public first. When dealing with his patient, his commitment is to the patient first and the profession second, as he feels, if the patient is properly cared for, then the profession is automatically taken care of.

Max is a very amiable person whom I am sure has attained marked success in his career, due to his healthy attitude towards life and his profession. 

THE EDITOR

PRESCHOOL PREVENTIVE DENTAL CLINICS

By Dr. Robert M. Grainger,
D.D.S., M.Sc., D.D.P.H., R.C.D.C.

Dental Director

The Leeds, Grenville and Lanark District Health Unit

The Leeds, Grenville and Lanark District Health Unit serves a geographical area of 2,500 square miles. The population living in the district are probably more heterogeneous economically, educationally and socially than they are in most other parts of Ontario.

Dental treatment services vary from being as readily available and modern as in any Canadian large towns or cities, to none at all in the Northern townships where even few roads run through the vast cedar swamps. It is understandable that, under living conditions where children spend as long as one hour on the school bus in the morning and one hour going home at night, parents find it difficult to arrange for visits to the dentist. Logistical problems added to the generations-old idea among too many parents that 'teeth don't matter very much', have come to be blamed by the dental department staff for the ruinous state of many children's mouths upon registration for kindergarten. The phrase "ruinous state" may well be under-interpreted unless one undertakes to form a mental picture of five year old children having commonly 10 to 20 cavities and, fairly frequently, 25 to 35 cavities, and, in some cases, over 40 lesions in their 20 deciduous teeth.

Although the Health Unit's Dental Department had an active and effective school dental program, including classroom instruction in preventive oral hygiene, universal free fluoride rinse, and regular dental inspections with parent notification, it became obvious that the school program was often too late, so some way had to be found to reach parents and children at the earliest ages possible. Thus, it was decided that a preschool preventive dental program was mandatory for the district.

In 1977, the Health Unit engaged the services of Mrs. Diane Pike, (presently serving on the O.D.N. & A.A. board as Vice-President) a registered preventive dental assistant with six years experience in an excellent dental office, to give leadership in the development of preschool preventive dental clinics at key locations throughout the district. Also, previously employed and available to the program were Mrs. Shelley MacLellan and Mrs. Lorraine Stapleton, both certified dental assistants with several years experience in dental health education.

After some trials and modifications, the program has developed to the extent that 12 clinics are held twice yearly — in the spring and fall. The date and location

of the clinics are advertised in the local newspapers and by posters in stores in the area. Recall notices on postcards are also sent to parents who express interest in returning. In the spring of 1980, 353 children were seen, of whom 152 had been seen previously. Naturally, the program loses about a third of the children each year as they reach the age when they enter kindergarten. In the two and a half years since the program began, 1,119 children and their parents have been seen and given instruction. From the public health education viewpoint, 15 to 20 minutes personal discussion with this many parents at a time when they are most interested because their own child is present, is considered almost unbeatable.

The experience of the parent bringing the child to the clinic is as follows: They come in to the waiting area where preventive literature, posters, etc., are on display and receive a number indicating their turn — because it is not uncommon to have thirty or more waiting at once. They are first interviewed by the preventive dental assistant who makes out a registration card, explains what is to be done to the mother, then (in many cases for the first time in the child's life), uses a mouth mirror to look in the child's mouth and categorize the case as to obvious caries or not so that the talk to follow can be appropriate to the particular condition of the child. In cases where caries are not obvious, the dental director is called to give a closer examination and also to check for signs of incipient malocclusion and, regardless of the child's condition, the parent is told why the child should be taken to their own private dentist regularly for examination in the regularly equipped dental office.

Following the oral examination, the parent goes on to the next station where the child is given a new toothbrush and a sample of dental floss which the parent is instructed to use on the child. The reasons for brushing to remove plaque and the frequency of brushing, especially after meals and before bedtime, are explained.

At the third and final station, the dental assistant endeavours to answer questions the parent may wish to ask, then go into the more general home preventive measures that should be followed, such as use of fluorides, dietary restriction of sugars, reduction of between meal snacks and ensuring the child receives a nutritionally balanced diet. Finally the child is given a fluoride treatment, and the parent is advised of the next clinic in the area.



The Ontario Dental Association



234 St. George Street
Toronto, Ontario M5R 2P1 (416) 922-3900

DENTAL HEALTH WEEK

April 20 - 26, 1981

by J. KENT BABCOCK, D.D.S.
Dental Health Week Chairman

It's hard to believe, but yet another year has flown and it is once again time to start organizing one of our main community public relations activities of the year, "Dental Health Week". As you focus your thoughts, please remember that the aim is to obtain maximum, positive awareness for both our profession and the advantages of good oral health.

Please remember, also, that this project jointly involves members of the O.D.A., O.D.H.A. and O.D.N. & A.A. and references in your endeavours to obtain media coverage should be made to the very important role played by our auxiliary personnel in Dental Health Week events.

The basic plan is to organize several community projects and secure good media coverage for them. You should form a Dental Health Week committee consisting of representatives from practising dentists, public health dentists, hygienists and assistants in your area. One member of your Component Society should be solely designated as being in charge of public relations. It will be his or her role to make contact with key persons in your local media: newspapers, radio, television, and cable stations in the area. In addition, for each project you choose to undertake, a specific person should be given the responsibility of organizing and staffing it. Clearly, all of your "project chairpersons" should work closely with the person you have designated to be in charge of public relations.

PROJECT IDEAS

In the past, our best media coverage has been gained through personal interviews concerning facts on dental treatment and visual coverage of Component Society community projects. We believe that your Component Society should concentrate on undertaking one or more of the following project ideas.

MALL DISPLAYS: Shopping Mall displays promoting Dental Health Week have been a mainstay of many Component Society campaigns in the past. The space should be reserved as early as possible; hygienists and assistants are pivotal in organizing and staffing the display; you could consider a "toothbrush swap" wherein people bring their old, battered toothbrushes to the display and exchange them for new ones; Murphy the Molar display materials, available from the Ministry of Health, can be used to make the display more attractive to children and, of course, O.D.A. supplied posters should be used.

LIBRARY DISPLAYS: a library is an excellent location for a dental health display which should be "self-explanatory" as libraries are quiet places and you won't be able to staff the displays. Check with your Librarian and consider establishing a display in the lobby of the building during Dental Health Week.

POSTER CONTESTS: these are best organized on a community basis through schools — (information on this will be sent shortly)

SMILE CONTESTS: these are best used in co-ordination with Mall Displays and should be well promoted in the schools.

LOCAL RADIO STATION ANNOUNCEMENTS: "This is Dr. X. On behalf of the dental hygienists, nurses and dentists in Anytown, I would like to thank the Management of radio station XYZ for their interest in the dental health of this community. Remember — sweet snacks and poor mouth hygiene are the enemy — be a good mouthkeeper".

MacDONALDS: Most MacDonalds Restaurants have a once a month "kids night" with a certain theme. This is the ideal place for a dental hygienist or nurse to utilize their "stage" for a dental health week presentation. MacDonalds will design and print tray covers for colouring and may even purchase toothbrushes for distribution. Contact is made through your local MacDonalds' "Community Relations Representative".

Other ideas include arranging for speaking presentations to high school health classes, distributing dental education material to maternity wards and making visits to chronic care and senior citizens homes.

Complete Dental Health Week Planning Kit containing further information is available if you contact O.D.A. Headquarters on St. George Street in Toronto, Ontario. Posters and stickers will again be supplied free of charge and an appropriate order form is included in this kit. The order is desired as soon as possible and must be in our hands by March 17, 1981. Buttons will be available by individual order from your Society to the Canadian Dental Hygienists Association. An order form is also included in this kit.

Our graphic theme this year is "Good Mouthkeeping" and I would urge that your Component Society promote this theme and the campaign itself in all Society Newsletters published between now and the campaign dates — April 20 - 26. The C.D.A. sponsors the creation of each year's theme, graphics and "kits" and undertakes the production of the posters and stickers with their sale at cost to the provincial dental associations.

Please accept our thanks and congratulations on what we hope will be another enthusiastic, successful province-wide Dental Health Week campaign . . . remembering, of course, that only by your active support at the community level will our message really get through. O.D.A. Headquarters will again undertake an extensive, public service media campaign to assist your Component Society during Dental Health Week.

Best wishes for a successful 1981 Dental Health Week.

ONTARIO DENTAL NURSES

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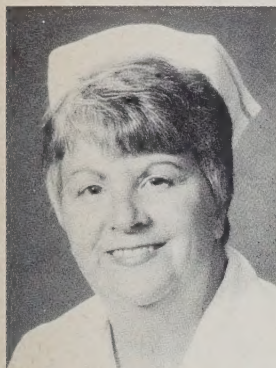


Sue Cunningham, C.D.A.
WATERLOO-WELLINGTON

Judy McIntyre — HAMILTON — see Accreditation photo
Christine Evans — SIMCOE COUNTY — see Accreditation photo
Susan Andrews — SUDBURY — no photo available
Lynn Morris — WINDSOR — see Accreditation photo

& ASSISTANTS ASSOCIATION

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Beverley Jacobs — HALTON PEEL — no photo available
Faye Ungar — KINGSTON — see Board Reps. photo
Susan Andrews — SUDBURY — no photo available

"VIEWPOINT"

by Maureen E. Locherer, P.D.A.

Ottawa Affiliate Association

This article was published in the September issue of "Ontario Dentist."

Having recently learned that submissions for publication in the "Ontario Dentist" are being accepted from dental personnel other than dentists, I shall take this opportunity to put on paper some of my observations and criticisms based on a career that started almost twenty years ago.

Perhaps my future in dentistry will be jeopardized, but never-the-less I feel it necessary to express myself on behalf of my co-workers and with an optimistic eye to mutually beneficial changes in the future.

We have come into this profession with individual sets of experience, abilities and talents, not to serve you, but to work WITH you as functioning and productive members of a dental team. Gone are the days when the dental assistant ran from answering the phone and making out a receipt to mix an amalgam, serve it, tidy up and rush back out to grab the phone again. What an atmosphere that was for the patient! With the onset of four-handed, sit-down dentistry we saw a change in patients' attitudes towards dentistry as well. However, another phenomenon took place — no longer did the patient see the familiar face of the assistant each visit; there had now begun the almost perpetual rotation of staff members! Admittedly, this is one of the only jobs wherein two human beings work in such close proximity. Therefore, it stands to reason that personalities, temperaments and abilities must be somewhat compatible or at least synchronized in order to achieve a workable rapport. Herein lies the problem!

In this day of quickly escalating prices and cost increases, we in the dental field seem to be left out in the cold. Considering the few benefits most girls have, a yearly cost of living increase would compensate and also double as incentive. A Christmas bonus would, in most cases, be much more appreciated than a lavish and costly party. Yearly increments or raises should be based on individual merit and potential. Incentive is the key word!

In most dental offices uniforms are a must and of late we are looking at costs of \$200-\$300 annually which also includes white shoes and stockings. There is no exemption for this heavy expense on our income tax return, however, according to a Taxation Department official and a chartered accountant dealing with tax returns a dentist can deduct staff uniforms from his office expenses. Definitely advantageous to all concerned!

Single staff members also feel that if even half their OHIP premiums were paid by employers their paycheques would not seem so meagre. I have heard recently of a generous bonus in some downtown offices — their parking is paid for!

Consider this; a staff member called BY LAW for Jury Duty can be, and often is, penalized by her boss for doing her civic duty. Cessation of wages for the duration of jury duty imposes quite a financial burden on the jurist. The compensation from the courts barely covers

transportation and parking costs plus meals. Very few jurists, taken from all walks of life have their pay withdrawn. Some must turn over their jurist's pay to their employers, but even that is not as unfair as complete loss of wages.

Even more shocking to us is the revelation that we are NOT entitled to sick leave.

According to the Labour Board, we who work in dental offices have no legal leg to stand on regarding sick benefits, time off, jury duty or overtime unless we have a written contract OR — the only alternative — a union!

Wages should be based on something other than the minimum wage scale if we are to have parity with other paraprofessionals. How frustrating to think that our employers are year after year at the top of the income scale and year after year we are consistently at the bottom! Surely an individual's training and various certifications, courses, experience, work attitude and competence should be considerations in setting a salary. All too often a new girl's salary is based on what the previous employee earned OR what the dentist's friend pays *his* staff! How then, under these circumstances is a dedicated employee ever going to feel she's an integral part of a "professional team" if her superior effort receives no more monetary compensation than the sluggish effort of a girl just trying to fill in time?

While on the topic of wages, work hours and overtime must come into consideration. I haven't seen nor heard of more than a few isolated cases of dental staff walking out at quitting time when there was a genuine emergency in the operatory. Most are compassionate and dedicated enough to stay and help without any thought of overtime pay.

The dentist versus uptight, impatient staff scenario usually presents as a result of poor scheduling. Ideally, the last patient should be out of the operatory fifteen minutes before office closing time, thus allowing time for clean-up and daily equipment maintenance. Both married and single staff have other commitments of social and familial nature and in neither case should their after work hours be encroached upon. Perhaps if time-and-a-half pay was demanded, we'd seldom have to work overtime — except in emergencies. If there is frequent equipment breakdown and replacement, some consideration should be given to how much time is allotted to daily maintenance. Reluctance to stay after hours to do this chore often results in expense and loss of valuable work time.

On no account should antiseptic technique be sacrificed in order to make up lost time. On my original dental assistants course I was taught in no uncertain terms to scrub and sterilize everything as though it were going into my mouth next. Many dentists are indifferent to the quality of asepsis achieved and are thereby taking great risks with their patients, themselves and their staff.

A peculiar happening in a few offices puzzles me. The dentist goes away for a holiday and instructs all staff to

be at work — all day — every day, or no paycheque. What can an assistant legally do for a patient with an emergency other than refer them? What are the taped messages for? What is the motive, or is it pettiness? This time off has long been considered a plus — one of our few benefits.

Many of us regularly update our experience and knowledge by taking courses, attending lectures and table clinics, informative meetings and conventions. Unfortunately, some dentists neither encourage nor reward this initiative, much less take advantage of these opportunities at their own professional level. Utilizing these new found methods, skills and ideas would be more easily facilitated if some of the dentists were more receptive to new techniques and suggestions.

I have heard ripples from various dental personnel about management companies in most cases headed by the dentist's wife. Never have I seen such resentment toward another female! This "President of the Company" (invariably with no dental training whatsoever) pounces at will into the office and proceeds to rifle through the receptionist's books and files, question this procedure and that, quickly assess the appearance and activity of staff members and then, based on this five minute whirlwind tour makes various recommendations to her dentist-husband. Often these include retention or suspension, wages, work hours, a cracking down of the whip, and even some undeserved tongue-lashings. These Management Companies would not elicit such loud groans if the "Presidents" would just make out the paycheques — for which they are paid, and stay away from the offices. A popular ploy is to refuse a girl a raise

because "the President doesn't feel it is justified". What does she really know about how each staff member functions — or is she just a scapegoat for her husband's inability to manage his own staff and deal with them personally?

Although most patients are very grateful for the service and treatment we give them and often vocalize to the point of embarrassment, it would mean so much to occasionally hear some appreciation from our employers. What a moral booster to hear your boss say "Thanks! You did a great job!" I have seldom missed an opportunity over the years to compliment a dentist on a job well done nor to pass along a compliment or the gratitude of a patient. These spontaneous ego trips don't cost a cent or consume more than a couple of seconds of precious time, but they sure boost the spirits! I'm sure patients overhearing something like this would derive much satisfaction as well, both in witnessing a good rapport and friendly, personal atmosphere and in feeling that they were in competent hands.

All these observations are not associated with all dental offices. However, many dentists would be well advised to consider their individual situation, and perhaps with the aid of staff meetings, negotiations and some thoughtful consideration they would be able to reduce staff turnover, improve office efficiency and profitability, and create a more pleasant working atmosphere.

Dentistry is an admirable profession and could have great potential for highly motivated personnel. We'd appreciate that chance!



CANADIAN DENTAL NURSES' AND ASSISTANTS' ASSOCIATION

Office of the EXECUTIVE DIRECTOR, C.D.N. & A.A.

The Canadian Dental Nurses' and Assistants' Association is the national organization of dental assistants. Our Association was incorporated in June 1957 with 14 members plus the national executive consisting of a Secretary/Treasurer and our founding President, Marion Edwards. Today the C.D.N.A.A. has approximately 3000 members, a Board of Directors of 22 people and we employ a full time Executive Director with our head office located in Lethbridge, Alberta.

The C.D.N.A.A. is pleased to offer the following benefits of membership:

1. A professional Journal which is published quarterly and is received by all members at no additional charge. The Journal also includes inserts which may contain newsy and fun things that our members are involved in.
2. The National Certification program whereby dental assistants receive national recognition for their educational achievements and may, through the continuing educational courses offered by the Council on Certification, continually upgrade their skills.
3. The C.D.N.A.A. is pleased to have two insurance programs available at group rates for its members. They are ManuLife Registered Retirement Savings Plan and the Mutual of Omaha Sickness, Disability and Income Protection plans. Because of the number

of members participating in these plans we have the lowest possible rates available.

4. Continuing education programs — the Council on Certification & Education has available to all members of C.D.N.A.A. a large number of continuing education courses which enable the dental assistant to continue to expand her knowledge in the field.
5. Each year the C.D.N.A.A. provides for its members an annual convention at the lowest possible fee. These conventions are designed to meet the educational and social requirements of our members.

We would be pleased to welcome you to membership in the national association. The C.D.N.A.A. is the only national voice that dental assistants in Canada have. The Association plays a very vital and active role in deciding where the profession is going. We have membership on several federal government committees and on all Canadian Dental Association bodies which deal with education of dental assistants.

For further information on the C.D.N.A.A. please contact:

EXECUTIVE DIRECTOR
C.D.N.A.A.
204 — 542 — 7 Street South
Lethbridge, Alberta
T1J 2H1



O.D.N. & A.A. MEMBERSHIP SURVEY

Please complete and return before March 15, 1981.

The purpose of this survey is to inform the O.D.N. & A.A. and its members of current salaries and benefits received. All information obtained is strictly confidential and is to be used by the employment guidelines committee. Results of this survey will appear in a future issue of this Journal.

1. Please indicate which affiliate you are a member of:

- | | | |
|--|--|--|
| ☐ Bay of Quinte | ☐ Brant | ☐ Halton-Peel |
| ☐ Hamilton | ☐ Kawartha | ☐ Kingston |
| ☐ London | ☐ Niagara | ☐ Ottawa |
| ☐ Sarnia | ☐ Simcoe County | ☐ Sudbury |
| ☐ Thunder Bay | ☐ Toronto | ☐ Waterloo-Wellington |
| ☐ Windsor | | |

2. Are you a ☐ non-certified dental assistant?
☐ certified dental assistant?
☐ preventive dental assistant?

3. Number of years experience in dental assisting

- ☐ 0-2
☐ 2-5
☐ 5-10
☐ 10-over

4. Duties you perform are ☐ chairside only
☐ receptionist only
☐ chairside/receptionist

5. A. Salary received \$ _____
B. Is the above salary weekly, bi-weekly or other? _____

6. Average number of hours worked per week _____ hours.

7. Do you receive overtime pay? ☐ yes ☐ no

8. Please indicate Benefits Received in your office:

- ☐ uniforms
☐ convention fees
☐ O.D.N. & A.A. membership fees
☐ O.H.I.P.
☐ continuing education courses
☐ disability insurance
☐ dental care
☐ workman's compensation
☐ sick pay benefits

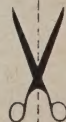
9. A. Are you the sole supporter for: ☐ yourself ☐ your family?

B. Is your income sufficient to cover reasonable living expenses?
☐ yes ☐ no

C. If your answer to B is no, please state why _____

Please complete and return before March 15, 1981 to:

MRS. BRENDA MOFFATT
141 Kipling Ave., Apt. 302,
Kitchener, Ontario
N2C 2B8



Letter To The Editor

The Journal welcomes letters to the Editor. All letters to the Editor MUST be signed by the writer, whose address and telephone number must be included. The opinions expressed in "Letters to the Editor" are those of the writer and do not necessarily represent the views of the Ontario Dental Nurses and Assistants Association or the Editor. All letters are subject to editing.

Dear Heather;

I was slightly perturbed when I received my last issue of our Journal three days before Winter Clinic, listing a deadline for pre-registration that had already come and gone. Last year this issue was received one or two days before the deadline. At this rate am I to presume the 1981 issue will arrive after Winter Clinic is over?

I hope that the membership achieves its goal for increasing membership in our Anniversary Year. I would also hope an attempt would be made to retain the interest and membership of the present members. The practice in some areas of sending out meeting notices only to people who attend meetings (local affiliations) on a regular basis, seems tailor made to decimate our membership. I feel that if the local affiliated group receives a portion of someone's membership dues, that part of their money should be utilized to inform them of what is happening at the local level.

Our Association has great potential for self-education and for improving our profession and I feel is progressing well in these directions with the capable leadership we have had.

I would also like to inform you that the Simcoe Affiliation has begun a job placement listing. No fee for the dentist or auxiliary. This is not an agency, (no screening is done) this is done as a convenience for the dentists and the auxiliaries.

Keep up the good work with the Journal. I look forward to seeing everyone at the Convention in May. All the best for 1981!

FRAN RICE
Elmvale Ont. L0L 1P0
Simcoe County
Affiliate Association

Dear Fran,

In response to your complaint about the late mailing of the Oct.-Dec. 1980 issue, as I am not in a position to respond to any of your other comments, I will speak for the Journal Committee on this issue of the mailing. I must stress once again, as I have in the past, the reason for Journal deadline dates is to have the material in time to submit for typesetting and printing. If the persons responsible for submitting important data, do not adhere to the deadline dates, then the production is held up. This was one of the problems with that issue. The second problem is once the material is in the hands of the printer, then there are unexpected hold ups due to their heavy workload. Finally, we have the post office delivery. Depending on your place of residence, you may receive your Journal in three days or three weeks, which we have had reported to us by members who have either remarked of the speed in which the Journal arrived, or others who remarked of the length of time it took to arrive in their area. In the case of the issue that you speak, yours was the only complaint that I received, so I can therefore deduce that the people in the areas of London and Kitchener received their Journals in time for the Winter Clinic deadline, as I was speaking to people from those areas without a word of complaint.

I apologize to you for the aggravation you experienced due to your late delivery, as our goal is to have the Journals arrive with ample time to spare.

Despite the fact that there are circumstances beyond our control that we are already aware of, such as, the postal delivery problem, we will continue to strive to provide you with the service that you deserve.

HEATHER
NIKOLAEW,
Editor



DENTAL ASSISTANT CAPS

Anyone wanting to buy a cap, please send name, address, a cheque for \$5.00 and a photocopy of membership card with order. If bands required, send a copy of certification renewal card as well.

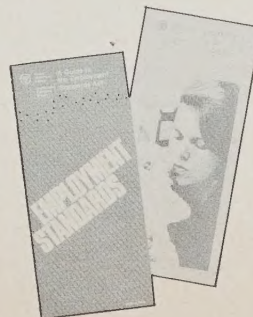
Certification applicants receive a cap and pin with their certification certificate.

A cheque or money order must accompany all orders, made payable to the Ontario Dental Nurses & Assistants Association, Accreditation Division.

Send orders to: Mrs. Mary Sandzuik,
P.O. Box 1381,
NORTH BAY, Ontario P1B 8K5

DO YOU KNOW . . .

What the seven statutory holidays are?
See enclosed Employment
Standards pamphlet.





Preparing For A Job Interview

The Ontario Dental Nurses and Assistants Association recognizes that employment negotiations are strictly a private matter between a prospective employer and the dental assistant. The O.D.N. & A.A. Employment Guidelines Committee however, has compiled a list of questions that dental assistants could ask prospective employers during a job interview. The following is designed to protect both the dental assistant and the dentist. It is hoped that it will assist you to reach a fair and equitable working agreement.

PREPARING FOR A JOB INTERVIEW

1. Consult books on how to prepare a resume.
2. Read — Labour Legislation pamphlets.
3. Prepare a realistic budget of living expenses.

ATTENDING THE JOB INTERVIEW

Considerations:

1. Presentation of resume.
2. Grooming and appearance.
3. Location of office
 - length of travel time from home to office.
 - availability of public transit.
4. First impression of office.
5. First impression of the Doctor.
6. Project a confident image — but be yourself.
7. Answer questions — concise and direct.

THINGS TO TAKE ALONG

1. Note pad and pencil.
2. A copy of the resume.
3. Letters of recommendation and references.
4. Questions to discuss with Doctor.

QUESTIONS DENTAL ASSISTANTS COULD ASK PROSPECTIVE EMPLOYERS DURING A JOB INTERVIEW

1. Is there a written office policy?
2. Is there an office manual outlining the job description?
If there is a written office policy and office manual available for viewing these may deal with the questions listed below, and therefore it may not be necessary to pursue the answers to the following questions.
3. **Work Hours**
 - A. What is the number of work hours per week?
 - B. Are there overtime hours?
 - C. Are the overtime hours paid for?
4. **Vacation Time**
 - A. Must you take vacation when your employer takes them or do you have the opportunity to select your own vacation time?
 - B. Are you expected to work or be in the office while your employer is on vacation?
 - C. If not, do you get paid for this time?
 - D. Upon request, do you get extra vacation time?
 - E. If so, is this with or without pay?
 - F. After the first two years of employment, does your vacation time increase?
 - G. May you accumulate vacation time from year to year?

5. Dress Requirement

A definite statement should be made at the onset of employment as to what is considered the proper professional appearance and dress in that particular office.

6. Probation Period

A specified time is imperative. The policy on length of time would be an employer's decision.

7. Salary

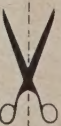
When considering salaries we recommend that it be taken into consideration that there are no benefits in most private practices such as health insurance, life insurance, pension plans, or disability insurance, and that the employees salary be compensated for this. The cost of living of each area should be considered. Basic salary would be considered in proportion to time of practical experience and educational qualification. eg. Certified Dental Assistant, Preventive Dental Assistant.

Questions to consider:

- A. What is the starting salary?
- B. Is it based on working experience, education, or level of certification?
- C. Is there an increase in salary after the probation period?
- D. Is salary reviewed on a regular basis?
- E. Is the pay calculated on a daily, weekly, bi-weekly, or monthly basis? Do you receive your pay on a weekly, bi-weekly, or monthly basis?

8. Employee Benefits

- A. **Statutory Holidays** — Employees are entitled to seven statutory holidays with pay: New Year's Day, Good Friday, Victoria Day, Dominion Day, Labour Day, Thanksgiving Day and Christmas Day.
- B. **Sick pay** — It is a matter of the individual office policy or employer/employee negotiations. Some questions to consider:
 - (1) Do the fringe benefits include sick leave?
 - (2) If so, how many days per month?
 - (3) If there have been no days off due to illness, may this time accumulate as extra vacation time?
 - (4) Is a financial bonus included as an incentive not to be ill in lieu of sick leave?
- C. **Dental Service** — Is basic dental care provided for by the dentist on a regular basis?
- D. **Uniforms and Special Clothing:** Where an employer supplies uniforms and special clothing which the employee is required to wear in his employment, or the employer pays for the laundry or dry cleaning costs for the uniforms or special clothing, no taxable benefit is considered to result. Questions to consider:
 - (1) Are uniforms supplied?
 - (2) If so, how many and how often?
 - (3) If so, does the employer pay the total cost or part of it?
 - (4) When does the employer reimburse the employee?
 - (5) Does the employer specify the colour and/or style of uniforms?



E. Tuition, Continuing Education and Convention Fees: Where your employer has paid tuition fees on your behalf, or has reimbursed you for tuition fees paid by you, the amount paid should be reported as income by you for the year in which the payment was received. An exception to this rule arises where the course for which the fees were paid was undertaken on your employer's initiative and for the benefit of your employer rather than for yourself. When an amount is included in your income such amount will, in most cases, be deductible by you as tuition fees. Questions to consider:

- (1) Does the employer encourage participation in continuing education activities and conventions?
- (2) Is a salary paid to you while attending courses and/or conventions?
- (3) Does employer pay in part or in full for these courses and/or conventions?
- (4) Is there a limit to the number of courses and/or conventions you may attend?

F. Association and Professional Dues — Questions to consider:

- (1) Are you encouraged by your employer to support your respective association?
- (2) Does your employer pay, either in part or in full for these dues?

G. Disability Insurance — Where your employer pays on your behalf a premium under a non-group plan, the payment of the premium is a taxable benefit to you. The payment by your employer is not regarded as a "contribution" by your employer under the plan, and therefore any benefits you receive from the plan are not subject to tax. Questions to consider:

- (1) Is this included as a fringe benefit for employees?
- (2) If so, is the amount paid in part or in full?
- (3) Is Workmen's Compensation paid for?

H. Medical Insurance Plans — Premiums paid by your employer on your behalf under any provincial hospitalization or medical services plan must be reported as taxable benefits, e.g., Ontario Health Insurance Plan premiums. Premiums paid by your employer under a private health services plan, or a group sickness or accident insurance plan are not taxable benefits. Some questions to consider:

- (1) Is this included as a fringe benefit for employees?
- (2) If so, is the amount paid in part or in full?

9. Tour of the Office

After interview is completed ask for a tour of the office if you haven't already received it.

10. Following the interview

Refer back to the budget you prepared — will salary allow this budget to be feasible?



Submitted by
O.D.N. & A.A. Employment
Guidelines Committee.

MAX HANNA LUCKY DRAW

JANUARY - MARCH 1981

NAME _____

ADDRESS _____

CITY _____ PROV. _____ POSTAL CODE _____

RESIDENCE PHONE (AREA CODE _____) _____

CERTIFIED MEMBER OF O.D.N. & A.A.: ☐ Yes ☐ No

AFFILIATE ASSOCIATION _____

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Only Members of the O.D.N. & A.A. can participate in the lucky draw. No other entries will be accepted. Each participant in the lucky draw will only be allowed to win once per year. The Judge's decision will be final.

MAIL ENTRY TO: Mrs. Heather A. Nikolaew, Editor O.D.N. & A.A.,
113 Cathcart Street, LONDON, Ontario N6C 3M2

ENTRIES MUST BE RECEIVED BY MARCH 31, 1981

AFFILIATED ASSOCIATION NEWS

PAST EVENTS

BAY OF QUINTE

SEPTEMBER

The first meeting of the 1980 season held Tuesday, September 16, at the Edith Cavell School of Nursing was opened by our new president Ms. Sue Moorcroft. The meeting was meant to welcome new friends and renew acquaintances with regular members.

Lunch was served by Miss Betty Sine.

OCTOBER

The October meeting was held in the office of Dr. Jack Jury in Trenton, our guest speaker was Mrs. Jane Ann McCaw, public relations and advertising director, from our local paper, The Intelligencer, speaking on motivation.

Tickets on three baskets of fall goodies were drawn to help add money to our Ways and Means Committee, Miss Emily Paslosky and Mrs. Judy Cantin. Lunch was served by Dr. Jury's staff, Mrs. Leslie McDonald and Ms. Marie McCowan.

NOVEMBER

The regular monthly meeting of the Bay of Quinte Dental Nurses Association was held at the Edith Cavell School of Nursing, Tuesday, November 18, 1980 at 8:00 p.m. The Christmas party was discussed and arranged for Tuesday, December 9, 1980. Mrs. Judy Cantin delivered Regal bags that had been previously ordered and profits were donated to our Ways and Means Fund for future projects.

Guest speaker for the evening was Mr. Charles Elliott, B. Ph., speaking on getting to know your friendly pharmacists. The evening came to a close with a very informative question and answer period. Lunch was served.

NANCY CHAPMAN
Publications Convenor

HALTON-PEEL

OCTOBER 19th, 1980

Halton-Peel has embarked upon a new approach to providing its members with an exciting agenda of monthly meetings. A fifty dollar (\$50.00) registration fee has been assessed to include all monthly meetings, reduced fees for seminars held in conjunction with the Halton-Peel Dental Association, and use of the Temporary Placement Service. To date we have thirty-five paid members. Our September meeting, held at the Ramada Inn, provided twenty-two members, with a delicious meal and an informative discussion of General Dentistry presented by Dr. Ron Brown. Our October meeting held at the Erin Mills Information Centre, was attended by nineteen members. Dr. Gerry Boyko provided an excellent insight into the many aspects of Oral Surgery through the use of a slide presentation and his unique explanatory ability.

Shonna Black and Pam Devine have been very active on an Ad Hoc committee that was designed to strengthen the relationship among the dentists, hygienists, and assistants within Halton-Peel. This

committee, known as 'The Committee', has produced a very positive attitude among the three associations.

PAT ROWAN
Board Representative

LONDON

SEPTEMBER 16, 1980

Busby Room at Victoria Hospital (London)

Our guest speaker was Mr. Jeff Stapleton (Fitness and Exercise Co-ordinator at Highbury Raquets Club here in London). Mr. Stapleton spoke on "Commitment to Physical Fitness." Coffee followed.

OCTOBER 14, 1980

"Wine and Cheese" with National Refining Co., 540 Clarke Road, London.

Mr. Stu Cannon of National spoke to the girls on Handpiece Maintenance and Equipment Care. "Special thanks" to National and their staff for a fine evening.

NOVEMBER 25, 1980

This meeting was held at the National Traveller Hotel, London.

Dr. W. H. Feasby (Department of Paediatric and Community Dentistry U.W.O.) was our guest speaker. Dr. Feasby's topic was "Oral Habit Control". Refreshments followed.

DECEMBER 16, 1980

Xmas "Wine and Cheese" at DENCO — London branch

Our guest speaker was Eva Young of Denco's Head Office in Toronto. Her topic was "Role of the Dental Assistant". Very interesting topic.

Special thanks to Denco and staff for another fine evening. Also to all who donated clothing to our Merrymount Xmas Project.

JANUARY 19, 1981 (Monday)

There was a dinner-meeting to honour Mrs. Patricia Miller on her 25 years service with the London Association. (Talk about devotion)

The dinner was held at the Grosvenor Club, 1 Grosvenor Street, London. (Cash bar 6:30 p.m., Buffet Dinner at 7:00 p.m.)

Miss Helen Crowe was the convenor for the evening, which proved to be very much a success. Mrs. Miller was presented with gifts from the London Association, Denco and the O.D.N. & A.A. Journal Committee.

MARY LOU FISCHER, C.D.A.
Board Representative

OTTAWA

SEPTEMBER

The September meeting was held at the Canadian Dental Association Building, Alta Vista Drive. Approximately thirty members were in attendance. In her opening address, the President, Mrs. Ute Baldwin, extended a warm welcome to those present and

expressed her desire to work closely with the membership.

Following a very informative business meeting, guest speakers from the Rape Crisis Centre were introduced. The main purpose of the Centre is to be supportive, thru crisis counselling and during legal advocacy. A donation was made in support of the valuable contribution they make to the community.

OCTOBER

The dinner meeting held on October 8, was in honour of Past President, Mrs. Ebbie Ferguson. Ebbie was presented with a beautiful corsage and engraved wine goblet as a token of appreciation for her successful tenure.

During the brief business meeting, prior to dinner, clarification and new guidelines were set down for the Placement Service.

NOVEMBER

The November meeting of the Ottawa Dental Nurses and Assistants Association was held at the Canadian Dental Association Building. Following the business meeting an excellent demonstration of Women and Self Defence, was put on by the Therien Ju-Jitsu Dojo School.

On November 22nd, sixteen members attended a one day workshop on Assertive Training for Dental Nurses and Assistants. This workshop will be offered again if the membership makes their wishes known.

DECEMBER

Blowing snow and treacherous roads led to the cancellation of the December dinner meeting. This popular dining spot, Nates, The Place Next Door, will be approached again for reservations.

A warm welcome is extended to new members and student members from Ottawa Dental Nurses and Assistants Association.

HAPPY NEW YEAR!

SUSAN M. CAWS, P.D.A.
Publicity

SIMCOE COUNTY

SEPTEMBER 9, 1980

This first meeting was held in the Georgian School of Nursing in Barrie, in conjunction with a Pot Luck Supper. The programme for the coming year was discussed, and members were encouraged to offer new ideas and suggestions.

OCTOBER 14, 1980

Carl Dickson, of Dickson Dental Labs, Orillia, demonstrated various laboratory procedures. Lyndon Smith, from Denco, demonstrated correct maintenance procedures for handpieces. Denco graciously supplied wine and cheese for the occasion.

CHRISTINE EVANS
Board Representative

THUNDER BAY

Our association had been falling apart over the years. But I am happy to report to you that this year looks hopeful.

Along with the new executive we voted in, we received an extra bargain on the side — Our President. She's organized and efficient, and she has something our association hasn't seen for years: Real Enthusiasm! I am pleased to have the privilege of working with her.

We had a good turnout at our first meeting and everyone could feel the excitement of our president. This is what she has lined up for us for the first half of the year.

OCTOBER/80

Dinner Meeting

Guest speaker Dr. Norm Lavoie, Ph. D., on "Physical Conditioning". He has addressed many groups across Canada and is a dynamic speaker.

NOVEMBER/80

Guest speaker — Dr. R. Peltoniemi on "Orthodontics".

DECEMBER/80

Guest Speaker — Dr. B.E. Aris, D.D.S. on "Stress in Dentistry."

I am anxious to see the outcome of the dedication and work of our new President.

GERIANNE TAYLOR, C.D.A.
Secretary

UPCOMING EVENTS

BAY OF QUINTE AREA

Placement Agencies

Contact Mrs. Freda Way C.D.A.
32 Ritchie Ave., Belleville, Ontario, K8P 3V9
613-962-6145

HALTON-PEEL

A temporary placement service will be operational by January 1, 1981. This service has been set up to provide auxiliaries on short notice for the dentists of Halton-Peel and to provide temporary work opportunities for our members and those of the Hygiene Society. There will be a ten dollar (\$10.00) fee charged to the dentist but no

charge for the auxiliary. We have made a five hundred dollar (\$500.00) contribution to the operation of this placement service.

We are also planning a Fund Raising Activity to support this agency. Further information will be provided on both the Temporary Placement Agency and the Fund Raising Activity as soon as this information is finalized. The Halton-Peel Dental Association has provided us with a list of dentists who are willing to speak at our monthly meetings. This information has aided us greatly in establishing the excellent program for 1980 - 81.

PAT ROWAN, P.D.A.,
Board Representative

LONDON

CONGRATULATIONS PAT MILLER for 25 loyal years of service to the O.D.N. & A.A.

FEBRUARY 24, 1981 (Tuesday)

Wine and Cheese at Healthco, 169 Bessemer Rd., London. The evening will commence at 7:30 p.m. with a speaker — to be announced.

Please bring along all the auxiliary staff in your office.

MARCH 17, 1981 (Tuesday)

Cardiopulmonary Resuscitation Heart Saver Course

Place: Victoria Hospital Nurses' Residence Reception Lounge

Time: 7:00 p.m. - 11:00 p.m. (with coffee break)

Price: \$9.00 per person — you must register in advance as we have to know how many mannequins are needed.

*Note: This course is of potential benefit to anyone employed in the Dental Office. It could save a life.

If you have any questions call Joyce Robinson at home 686-0776 or at her office 432-5241 Ext. 4278.

APRIL 21, 1981 (Tuesday)

L.D.N. & A.A.'s Annual Dinner and Fashion Show.

Fashions by Uniforms Unlimited — London

Place: National Traveller Hotel, 636 York St., London

Dinner: 7:00 p.m.

Fashion Show: 8:00 p.m.

Cost: \$11.00 per person

Once again by popular demand we have invited Dick Williams of CJBK Radio here in London, to do the show commentary — Dick certainly entertained and helped make the show a success last year.

*Watch for the flyer in early spring.

MAY/1981

Spring Meeting of the O.D.A. & O.D.N. & A.A.

Sunday, May 24, 1981 — Wednesday, May 27, 1981
Toronto.

JUNE 16 1981 (Tuesday)

"End of Session Social"

This date is always left open for suggestions on how to wind up the year. The girls have been asked to bring their ideas to upcoming meetings.

If anyone, should require more information on the above meetings, etc., please contact me at my office (519) 672-5260 or my residence (519) 438-4876.

Best Wishes and Happy
New Year to all!!

MARY LOU FISCHER, C.D.A.
Board Representative
L.D.N. & A.A.

SIMCOE COUNTY

Auxiliaries Placement Listing for Simcoe County. No charge to Dental Auxiliary or to Dentist.

Contact: FRAN RICE

Elmvale, Ontario L0L 1P0

(705) 322-1144 (Business phone)

TORONTO

WEDNESDAY, FEBRUARY 25, 1981

Place: Chelsea Inn, 33 Gerrard St.

Topic: Prosthodontic Speciality

Speaker: Dr. Francis Zarb

WEDNESDAY, MARCH 25, 1981

Place: Chelsea Inn, 33 Gerrard St.

Topic: Our Specialty Night

Clinics on:

Ortho/Perio/Endo/Oral Surgery

WEDNESDAY, APRIL 29, 1981

Elections T.D.N. & A.A.

MAY CONVENTION

JUNE FINALE

Tellers Cage

WATERLOO-WELLINGTON

The Winter and Spring 1981 season holds an exciting array of speakers and subjects for our members of Waterloo-Wellington, the first to be held

JANUARY 21, 1981

Dr. V. Rausch, on the subject "Hypnosis" at the Edelweiss Tavern in Kitchener.

FEBRUARY 18, 1981

"Self Organization" speaker Mrs. Sylvia Balfour, to be held at the Granite Club in Kitchener.

MARCH 18, 1981

Dr. Witmer speaks on the subject "Dentistry with the Handicapped" to be held at the Conestoga Inn, Kitchener.

APRIL 15, 1981

Elections, Tien Hoa Inn, Waterloo.

MAY 24 - 27, 1981

O.D.A. & A.A. Convention

JUNE 17, 1981

Annual Picnic

BARBARA NIELSEN

Corresponding Secretary

SOMETHING TO CONSIDER . . .

HOUDINI, the magician and escape artist, could get out of any jail, handcuffs, or strait jacket that he ever tried — that is all save one. That one place was a little jail in the British Isles. Houdini worked at the cell lock for more than two hours; he worked with terrific speed that usually unlocked doors in thirty seconds, but he could not get the lock to spring.

Finally tired out by his strenuous efforts, he fell against the door, it swung open — it had never been locked.

Life is something like that, isn't it? We build up in our minds barriers that do not exist. We lock ourselves up in the jail of failure by doubts and fears that live in our imagination. Some of us have stopped trying because of past failures. We think there is no use. We think that the door to success has been locked against us. Maybe, if instead of sitting down and giving up, we would lean against the door, it would swing open.



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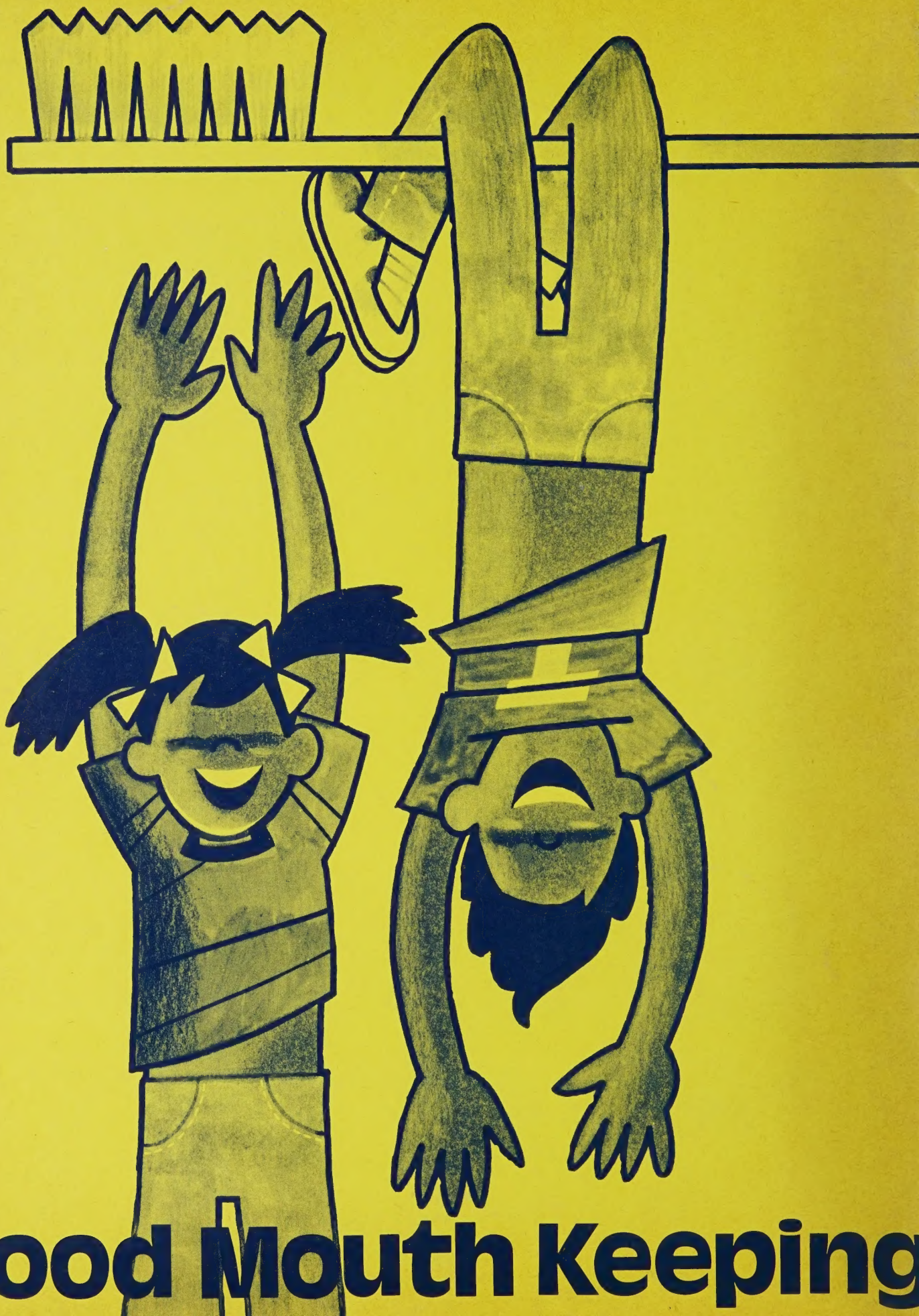
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